

## **ARTICLE I – NAME**

The organization shall be named Andover Parent Teacher and Community Organization (APTCO)

## **ARTICLE II – MISSION STATEMENT**

The APTCO is organized for the purpose of supporting and enhancing the educational experiences of the Andover Elementary students by:

1. Providing an organization through which the parents, community members, teachers, and school can work cooperatively together; and
2. Providing approved financial support that enriches the education at Andover Elementary.

## **ARTICLE III – POLICIES**

**Section 1:** The PTO shall operate for the charitable, educational, nonpartisan, nonsectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed or national origin.

**Section 2:** The policies of the APTCO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

**Section 3:** The APTCO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

**Section 4:** Any person volunteering at an APTCO event or serving in an official APTCO position must have an approved background check prior to volunteering.

## **ARTICLE IV – FISCAL YEAR**

The fiscal year of the APTCO shall begin on July 1<sup>st</sup> and end the following June 30<sup>th</sup>.

## **ARTICLE V – Membership**

**Section 1:** Membership may be comprised of any parent or guardian of a student at the school, the Principal(s), a community member within the Andover Elementary attendance area, or any teacher currently employed at the school.

**Section 2:** Each individual member shall have one vote. Voting may take place by voice or written ballot.

## **ARTICLE VI – OFFICERS**

**Section 1: Officers.** The officers shall consist of an elected Chair, Vice-Chair, Secretary, and Treasurer.

**Section 2: Eligibility.** Only members in good standing shall be eligible to serve in any Officer position. The Treasurer shall not be an employee of the Anoka-Hennepin School District.

**Section 3: Nominations & Elections.** Nominations for Officers' positions shall be submitted at the April APTCO meeting. At this meeting additional nominations may also be made by the APTCO membership.

**Section 4: Term of Service.** Voting shall take place by written ballot at the May APTCO meeting. Officers shall be elected for a term of one fiscal year (beginning July 1st and ending the following June 30<sup>th</sup>) by the general APTCO membership. An individual may not serve more than three consecutive years as an Officer and no more than two years in any one position. A person may hold only one Officers' position at a time.

**Section 5:** In the event the APTCO fails to fill all Officer positions at the May meeting, the incumbent of the expiring term may remain in office for one additional fiscal year or until an election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years.

**Section 6:** All officers shall act in the best interest of the APTCO.

**Section 7:** No officer shall be compensated by the APTCO for their service.

**Section 8:** Each Officer shall attend the Officer Board and monthly APTCO meetings.

**Section 9:** Each officer is expected to serve on a minimum of at least one committee.

**Section 10:** No Officer shall secure any contract in the name of the APTCO without the approval of the Executive Board. Any approved purchases must be made within the budgetary restrictions.

**Section 11:** Any Officer can be removed from office, with or without cause, by two-thirds vote at a regular APTCO meeting. Advance notice of the vote shall be given to the APTCO Membership at least one week prior to the meeting.

## **ARTICLE VII – OFFICERS DUTIES**

### **Section 1. Chair**

The Chair shall:

1. Preside over all meetings of the APTCO.
2. Prepare each meeting's agenda.
3. Represent the APTCO at city-wide meetings or other meetings outside the organization.
4. Assist in the total coordination of all committees and the APTCO as a whole.
5. Announce APTCO meetings to the School population at least one week in advance of that meeting.
6. Maintain all records of the APTCO, including transactions, contracts, correspondence, and related documents.
7. Attend and assist with internal audit of the financials.

### **Section 2. Vice Chair**

The Vice Chair shall:

1. Perform the duties of the Chair in his/ her absence, resignation, or inability to serve.
2. Attend and assist with internal audit of the financials.
3. Coordinate with chairperson to additional approved duties.

### **Section 3: Secretary**

The Secretary shall:

1. Record the minutes of the meetings of the Officer Board and the APTCO and forward copies to each member within two weeks and those in attendance of previous meeting of the recorded meeting.
2. Circulate the minutes from the proceeding APTCO meeting at each monthly APTCO meeting.
3. Attend to the official correspondence of the APTCO, including, but not limited to, gestures of appreciation, and sympathy on behalf of the APTCO.
4. Hold a copy of the APTCO Bylaws, and current membership list and make each available upon request at any APTCO or Officer Board meeting.
5. Oversee communications.
6. Attend and assist with internal audit of the financials.

### **Section 4: Treasurer**

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities for the APTCO to include authorized signing authority along with one other Officer. All checks must have two authorized Officers signatures. All deposits and/or withdrawals shall be made by one of the authorized Officers.
2. Maintain up-to-date, accurate financial records of the APTCO.
3. Receive all funds of the APTCO; including, but not limited to, donations, fundraising sales, and contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each APTCO and Executive Board meeting and at other times upon request of the Officer Board.
5. Approve all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with APTCO policies and budget. Pay all bills and disburse funds in a timely manner.
6. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining the APTCO's 501(3)c status, as applicable; and maintain accurate records of such.
7. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
8. Submit all requested/ required financial data relating to APTCO operations to the Finance Audit Committee Chair within two weeks of the close of the Fiscal Year, for the purpose of the Treasurer's accounts being audited by the Finance Audit Committee.
9. Prepare annual budget for subsequent fiscal year for review by membership at the April Meeting. Budget will be voted on at the May meeting.

10. Organize, attend and cooperate with internal audit of the financials.

## **ARTICLE VIII – MEETINGS**

**Section 1:** Regular meetings of the APTCO shall be held monthly, except during December, June, July and August, at the School, on a date and time pre-established by the Officers. Dates and times of the monthly meetings shall be presented by the Chair at the first regular meeting of the school year and posted in an online form.

**Section 2:** Officers meetings shall be held no less than quarterly on a date mutually agreed upon by the Officers.

**Section 3:** Special meetings of the APTCO may be called at any time during the school year by the Chair or upon written request to the Secretary of at least five (5) APTCO members in good standing. The objective(s) of such special meeting must be set forth and presented to the APTCO membership at least 10 days prior to the meeting.

**Section 4:** At least 10% of the APTCO Membership shall constitute a quorum. A quorum must be met in order for any vote to take place.

**Section 5:** The final APTCO meeting of the fiscal year shall take place in May.

## **ARTICLE IX – Funds**

**Section 1: Use.** APTCO funds shall be used for the programs, events, and items that directly benefit the students of the School or approved budget items.

**Section 2: Budget.** The Treasurer will submit a budget for the subsequent Fiscal Year to the Officers no less than 2 weeks prior to the April APTCO meeting. The proposed budget will be presented to the Membership at the April APTCO meeting. The budget will be voted on for approval at the May meeting.

**Section 3: Income.** All documentation of funds raised must be submitted to the APTCO Treasurer within 3 days of receipt. All funds received must be deposited into the APTCO bank account by an authorized Officer within 4 days of receipt. No monies of the APTCO should be brought home by any member. Separate deposit receipts should be maintained for each unique fundraising event or budget line item. All cash receipts must be counted and verified by no less than two (2) persons.

**Section 4: Expenses.** Reimbursements for all expenses shall be made only after receipts for the expenditures have been approved and documented by the APTCO treasurer and one other officer. Reimbursement requests should be submitted to the APTCO treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Submitted reimbursements will be issued within thirty (30) days of submission.

**Section 5: Non-budgeted requests.** Monetary requests for non-budgeted items may be submitted to the APTCO at a monthly APTCO meeting by any APTCO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the APTCO. Advance notice of

the upcoming vote shall be publicized to the APTCO Membership at least one week prior to the vote. When requesting funds the APTCO member must present their case and may be asked to leave the room during discussion and the voting process because of a conflict of interest,

**Section 6: Reporting.** An updated financial report shall be made available in printed form to each APTCO Member at each APTCO meeting.

**Section 7: Carry-Over.** The APTCO will carry over a minimum of \$5000 but no more than \$15,000 in undesignated funds.

## **ARTICLE X – PARLIMENTARY AUTHORITY**

**Section 1: Rules.** Robert’s Rules of Order Revised shall govern the APTCO in all cases in which they are applicable and not in conflict with these bylaws.

Section 2: Bylaws Committee. A special bylaws committee may be appointed to submit a revised set of bylaws by majority vote at a regular meeting.

Section 3: Bylaws Amendment. These bylaws may be amended under the following conditions:

- Either the Bylaws Committee or at least 5 APTCO Members shall submit the revision request to the Chair; and
- At least 14 calendar days prior notice shall be given to the APTCO Membership that a vote will be taken at the next scheduled APTCO meeting; and
- A quorum is met at the meeting and the request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

## **ARTICLE XI – Dissolution**

**Section 1: Dissolution.** The APTCO may be dissolved provided prior notice is given to the APTCO Membership, a vote is taken at the next scheduled APTCO meeting (a quorum must be met), and used to pay any outstanding debt and then either:

1. A vote shall be taken by the APTCO Membership to spend the remaining funds on an item or items that benefit the students; or
2. The remaining funds be held in escrow by the Principal for the use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the principal.